

**Competitive Purchases of Service  
Chapter 103F, HRS  
Notice of Rejection of Proposal**

**SAMPLE**

\_\_\_\_\_  
(Date)

State Agency Issuing RFP: \_\_\_\_\_  
(Department, division, branch, etc. as applicable)

Applicant: \_\_\_\_\_ Log # \_\_\_\_\_

Request for Proposal Title: \_\_\_\_\_ RFP ID # \_\_\_\_\_

- Applicant's proposal is rejected for the following reason(s):
- Proposal was not received/postmarked by the submittal deadline.
  - Applicant's proposal was determined to be not responsive for the following reason(s):
  
  - Applicant's proposal was determined to be not responsible for the following reason(s):
  
  - Other: \_\_\_\_\_

Applicant's proposal will be retained for 30 days from the date of this notice and then discarded.

Applicant may retrieve the proposal prior to \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Address)

If there are any questions, please call \_\_\_\_\_ at \_\_\_\_\_.  
(Contact name) (Phone #)

*State Purchasing Agencies should use this notice in conjunction with their agency's cover letter.*